

## **CSIMS V2.0 & V2.1 Menu Navigation**

1. Open the CSIMS V2.0 training application link.
  - a. E-mail link to Conservation Districts on March 19, 2018.
2. Login to CSIMS Training Site.
3. First time Login.
4. CSIMS V2.0 User Update Profile.
5. CSIMS V2.0 User Logout.
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8. Favorites function – Under Construction.
9. Cost-Share Menu function.
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  - b. Employee Reports
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  - e. Kansas Conservation Districts
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    - ii. District Conservationist Form.

- iii. Kansas Conservation District Directory.
  - f. Annual Meeting Form.
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- 12. Reports Menu Function – Under Construction.
- 13. Resources Menu Function.
  - a. CSIMS Users Guide – Under Construction.
  - b. Program Manual.
    - i. Chapter 1 – Programs Overview.
    - ii. Chapter 2 – General Policies and Guidelines.
    - iii. Chapter 3 – Local Program and Contract Procedures.
    - iv. Chapter 4 – Practices and Components.
    - v. Chapter 5 – Livestock Waste Management Provisions.
    - vi. Chapter 6 – NPS Pollution Control Special Provisions.
    - vii. Chapter 7 – Irrigation Provisions.
    - viii. Chapter 8 – Riparian and Wetland Protection Program.
    - ix. Chapter 9 – Kansas Water Quality Buffer Incentive
  - c. Kansas Conservation District Handbook
    - i. Administrative Section
      - 1) Division of Conservation Overview.
      - 2) Preface.
      - 3) Chapter 1 – State Conservation Commission and Conservation Districts.
      - 4) Chapter 2 – Conservation District Supervisors.
      - 5) Chapter 3 – Board Meetings.
      - 6) Chapter 4 – Conservation District Annual Meetings.
      - 7) Chapter 5 – Financial Management.
      - 8) Chapter 6 – District Operations.
    - ii. Personnel Section
      - 1) Chapter 1 – Personnel Management Responsibilities.
      - 2) Chapter 2 – Determining Workload and Staffing Needs.
      - 3) Chapter 3 – Recruitment and Employment.
      - 4) Chapter 4 – Qualification Standards.

- 5) Chapter 5 – Position Description and Performance Appraisals.
- 6) Chapter 6 – Employee Compensation
- 7) Chapter 7 – Employee Training.
- 8) Chapter 8 – Employee Relations.
- 9) Chapter 9 – Personnel Services.
- 10) Bibliography.
- iii. QuickBooks for Conservation Districts.
- iv. District Employee Guide – Under Review may not be in CSIMS.
- v. Kansas Conservation District Supervisors Handbook.
- vi. NRCS/Electronic Field Office Technical Guide (eFOTG).
- vii. NRCS Practice Cost Data.
- viii. Helpful Links.

## CSIMS V2.0 & V2.1 Training Users Guide

1. Open the CSIMS 2.0 training application link provided in the March 19, 2018 e-mail.
2. First time Login:
  - a. Use the work email address and your CSIMS password.
  - b. You will be directed to setup the security questions and new password.

The screens will look like this:

Cost - Share Information Management System (CSIMS)

Kansas Department of Agriculture Division of Conservation

**Login Here**

Username or Email

Password

Remember

Login

New User Forgot Password? Help

CSIMS User Security Questions Setup

Kansas Department of Agriculture Division of Conservation

Your Question1 ? Answer A Confirm Answer ✓

Your Question2 ? Answer A Confirm Answer ✓

Your Question3 ? Answer A Confirm Answer ✓

Password ? Confirm Password ?

At least one letter & one number At least one capital letter At least one special character [-!@#%&\*~.,:;"] Be at least 8 characters

Close Submit

### 3. Forgot Password Function.

The screens will look like this:

The first screenshot shows the 'Login Here' modal with a red arrow pointing to the 'Forgot Password?' link. The second screenshot shows the 'Forgot Password?' modal with a red arrow pointing to the 'Work Email' input field and another pointing to the 'Continue' button. The third screenshot shows the 'Forgot Password?' modal with three security questions and their corresponding answer fields, with red arrows pointing to each answer field and a final 'Continue' button.

**Screen 1: Login Here**

Username or Email  
Password  
☐ Remember  
Login  
New User  
Forgot Password?

**Screen 2: Forgot Password?**

Work Email  
Close  
Continue »

**Screen 3: Forgot Password?**

Work Email  
county@ks.gov  
Close  
Continue »

Your Question1  
What is the name of your first pet ?  
Answer  
A

Your Question2  
What is your mother's maiden name ?  
Answer  
A

Your Question3  
What was your first car ?  
Answer  
A  
Close  
Continue »



5. User Update Profile function. This can be performed after successful login to CSIMS. All security questions or password can also be updated here.

The screens will look like this:

The screenshot displays the CSIMS interface with the 'Update Profile' modal open. The modal contains the following fields and sections:

- Header:** 'Update Profile' with a close button.
- User Information:**
  - County Name: Scott
  - Email: county@ks.gov
  - Explanation for Registration: Dummy text dummy text dummy text dummytext
- Personal Details:**
  - Title: Ms. (dropdown)
  - First Name: A
  - Last Name: A
  - Job Title: Test (dropdown)
- Security Questions:**
  - Question 1: What is the name of your first pet? Answer: 1
  - Question 2: What is your mother's maiden name? Answer: 1
  - Question 3: What was your first car? Answer: 1
- Password Section:**
  - Do you want to [Change Password?](#)
  - Password field
  - Confirm Password field
- Validation Rules:**
  - At least one letter & one number
  - At least one capital letter
  - At least one special character [-!@#%&\*~.,:;"]
  - Be at least 8 characters
- Buttons:** Close, Save (highlighted with a red arrow)

6. User Logout function. This can be performed after successful login to CSIMS.

The screen will look like this:

The screenshot displays the CSIMS interface with the user menu open. The menu options are:

- Change Password
- Update Profile
- Logout (highlighted with a red arrow)

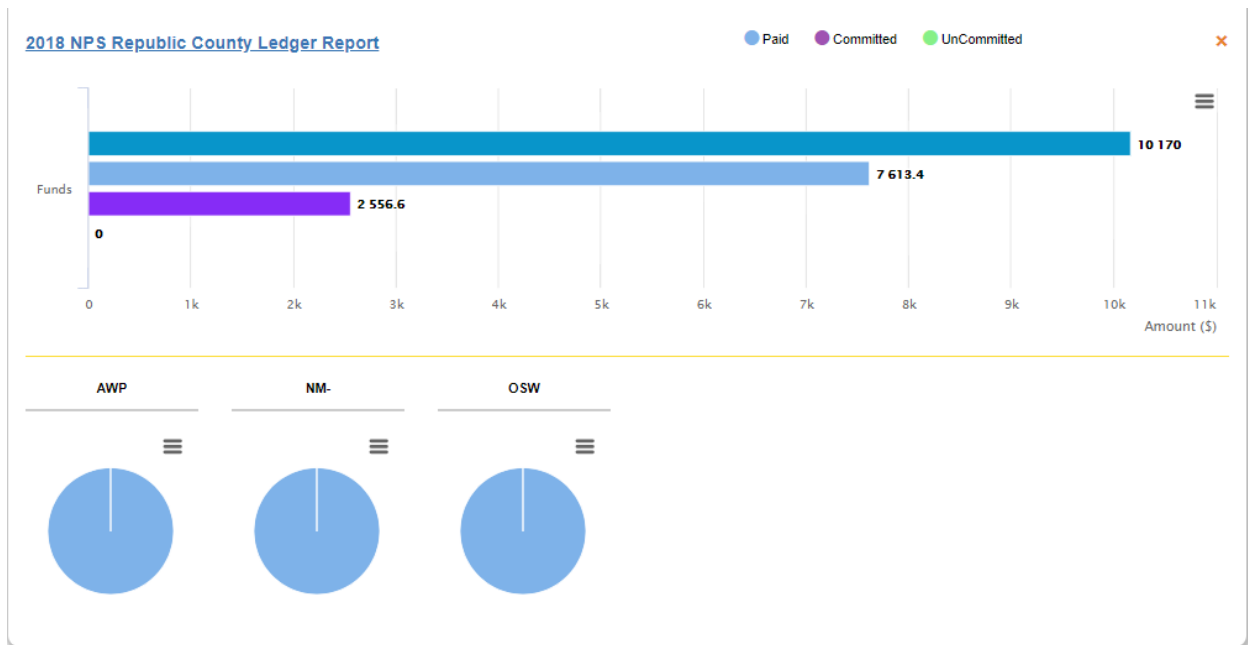
The background shows the main dashboard with sections like 'Important Dates', 'Work List', 'Message Board', 'Forums', and 'Cost-Share Tools/Documents'.

7. New Calendar function. This can be performed after successful login to CSIMS. All events are entered by Division of Conservation (DOC) staff and can be displayed on the Home Page for three months (Previous month, Current month and Next month) period only. Click the Important Dates to see full year calendar and previous year events also.

The screens will look like this:

The screenshot displays the CSIMS home page for Scott County, Kansas. The interface includes a top navigation bar with the title 'County Cost - Share Information Management System (CSIMS)' and a sidebar on the left with a calendar for the first three months of 2018. The main content area is divided into several sections: 'Work List' (listing tasks like CS-2 approvals), 'Message Board' (announcements), 'Forums' (listing various meetings and training), 'Cost-Share Tools/Documents' (listing various forms and applications), and 'CD Document Submittal' (listing various forms and reports). At the bottom, there are three pie charts showing 'Allocations' for the years 2018, 2017, and 2016. Red arrows on the left side of the calendar point to specific dates and events.





Clicking on the Project Type will give a list of contracts.

The screen will look like this:

2018NPSContract List				
County Name	County Contract Number	Paid Amount	Committed Amount	Actual Cost
Cloud	NPS-2018-6	\$0.00	\$195.00	\$0.00
Dickinson	NPS-2018-7	\$0.00	\$300.00	\$0.00
Finney	NPS-2018-2	\$0.00	\$750.00	\$0.00
Franklin	NPS-2018-1	\$0.00	\$1,000.00	\$0.00
Franklin	NPS-2018-3	\$0.00	\$315.00	\$0.00
Kearny	NPS-2018-2	\$0.00	\$1,000.00	\$0.00
Kearny	NPS-2018-3	\$0.00	\$1,000.00	\$0.00
Lane	NPS-2018-2	\$0.00	\$850.00	\$0.00
Lane	NPS-2018-5	\$0.00	\$373.75	\$0.00
Lane	NPS-2018-6	\$0.00	\$325.00	\$0.00

Click on the NPS County Ledger Report and the County Ledger will open in a pop-up.

The screen will look like this:

County Ledger Report										
Republic County - Ledger Report For Fiscal Year 2018										
Fiscal Year : 2018		Program : NPS		County : Republic						
Contract No.	Primary Landowner	Project Type	Practice	Contract Status	Contract Funding					
NPS-2018-1	FRED MIKESELL	OSW	Practice	UCM	Units	Cost	Ratio	Fund Source Code	Contract Amount	Amount Paid
Status Trail			Online Weather System (11)	Each	1.00	Jul 10 2017 9:22:05AM	ContractApproved	NPS_NPS	\$2,000.00	\$0.00
									\$2,000.00	
NPS-2018-2	NICK HANSEN	NM	Practice	UCM	Units	Cost	Ratio	Fund Source Code	Contract Amount	Amount Paid
Status Trail			Nature Management (50)	Test	10.00	Jul 10 2017 9:24:31AM	ContractApproved	NPS_NPS	\$500.00	\$0.00
									\$500.00	
NPS-2018-3	RANDY HANSEN	NM	Practice	UCM	Units	Cost	Ratio	Fund Source Code	Contract Amount	Amount Paid
Status Trail			Nature Management (50)	Test	10.00	Jul 10 2017 9:24:44AM	ContractApproved	NPS_NPS	\$500.00	\$0.00
									\$500.00	
NPS-2018-4	EDWIN CHARLES THOMPSON	NM	Practice	UCM	Units	Cost	Ratio	Fund Source Code	Contract Amount	Amount Paid
Status Trail			Nature Management (50)	Test	10.00	Jul 10 2017 9:24:56AM	ContractApproved	NPS_NPS	\$500.00	\$0.00
									\$500.00	

9. Favorites function - Under Construction.

10. Cost-Share Menu Function.

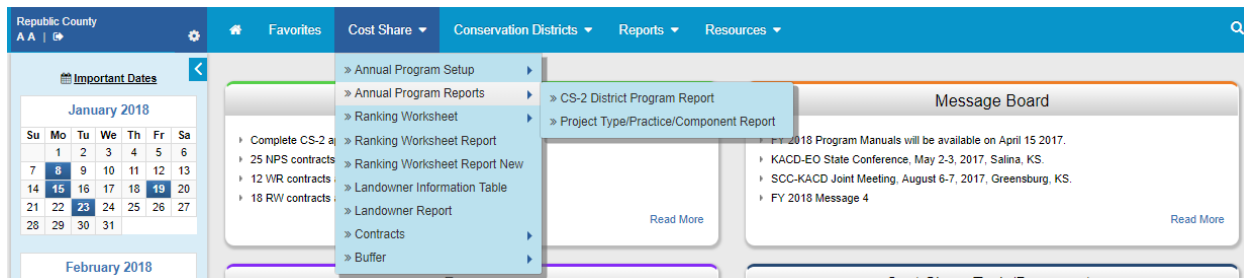
The screen will look like this:

11. Annual Program Setup – Under Construction.

The screen will look like this:

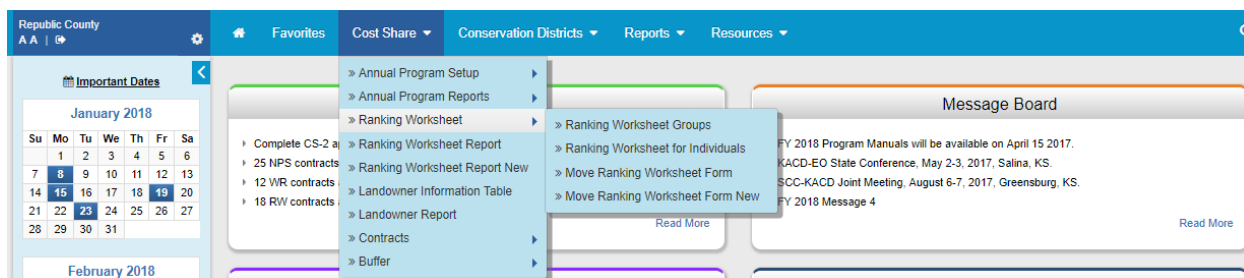
## 12. Annual Program Reports – Under Construction.

The screen will look like this:



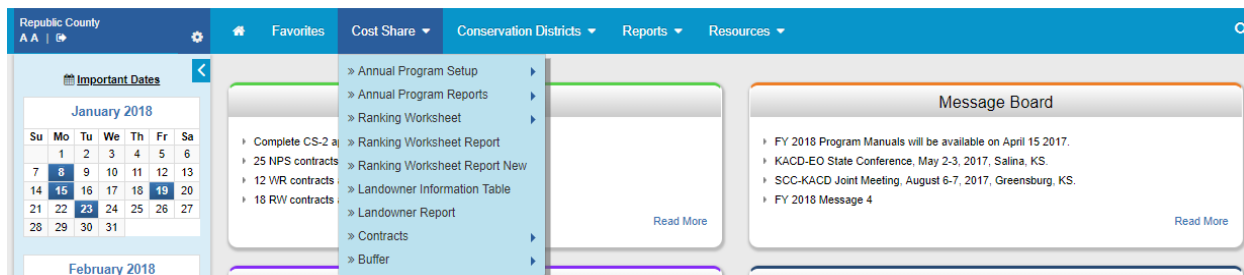
## 13. Ranking Worksheet – Under Construction.

The screen will look like this:



## 14. Ranking Worksheet Report – Under Construction.

The screen will look like this:



15. Landowner Information Table – Search can be performed from here and New Landowner can also be added from here.

The screen will look like this:

County Cost - Share Information Management System (CSIMS)

Landowner Information Table

SSN/FEIN: [ ] Vendor Name: TEST

✓ Add/Update Landowner ✓ Clear Search

Landowner Information		Options
<b>Vendor Data</b> SSN/FEIN - Addr Seq No : XXXXX6737-1 Tin Type : F SMART Vendor ID : 211475 Vendor Status : A 1099 Status : <input checked="" type="checkbox"/> Vendor Short Name : RUBY MEYER Address Status : A Preferred City : SAINT FRANCIS Location : 001 Location Status : A Remit Addr Seq No : 1	Sent To SMART : <input checked="" type="checkbox"/> Sent To Approved : <input checked="" type="checkbox"/> Vendor Name : RUBY MEYER TESTIMONIAL TRUST Vendor Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : Withhold Name2 : Address 1 : 416 S QUINCY ST Address 2 : City : SAINT FRANCIS State : KS ZipCode : 67756 Country : USA Phone : (785)/33-2-25 Email Address :	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Vendor Data</b> SSN/FEIN - Addr Seq No : XXXXX5614-1 Tin Type : F SMART Vendor ID : 211727 Vendor Status : A 1099 Status : <input checked="" type="checkbox"/> Vendor Short Name : L C FREUND Address Status : A Preferred City : CUNNINGHAM Location : 001 Location Status : A Remit Addr Seq No : 1	Sent To SMART : <input checked="" type="checkbox"/> Sent To Approved : <input checked="" type="checkbox"/> Vendor Name : L C FREUND TEST R E TRUST Vendor Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : Withhold Name2 : Address 1 : 15340 SW 60 ST Address 2 : City : CUNNINGHAM State : KS ZipCode : 67035 Country : USA Phone : (620)/29-8-32 Email Address :	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

16. Landowner Report – Provides the landowner information that has been entered in CSIMS by your district.

The screen will look like this:

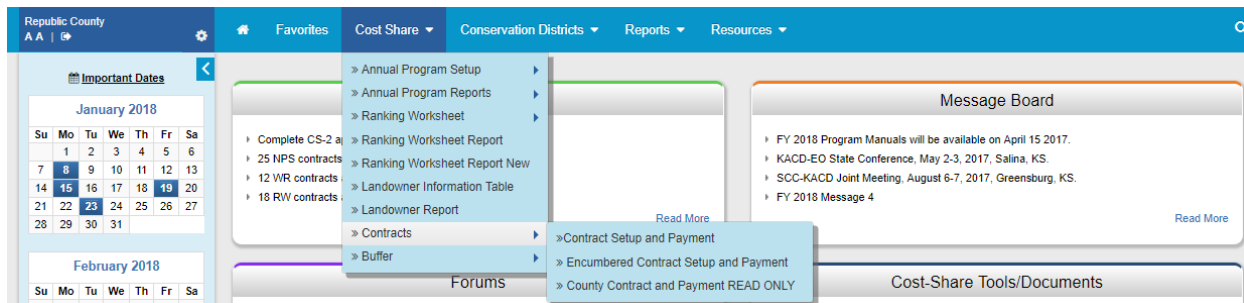
Republic County Landowner Report

Select Fiscal Year :  2018 2017 2016

SSN/FEIN	Address Seq No.	Tin Type	Name	Contact Name	Contact Number	Address1	Address2	City	State	Zip Code	Country
XXXXX1111	1	F	XXXXXX		NPS-2018-14	7290 COMMERCE CENTER DRIVE		COLORADO SPRINGS	CO	80919	USA
XXXXX5394	1	F	MARTIN B KLENDIA SR FAMILY LIVING TRUST		NPS-2018-10	PO BOX 587		BELOIT	KS	67420	USA
XXXXX3747	1	F	MICHELS FAMILY DECEDENTS TRUST		NPS-2017-11A1	15 OAK RIDGE RD	C/O MITZI MICHELS	SUPERIOR	NE	68978	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-1A1	2276 FIR RD		MUNDEN	KS	66959	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-2A1	2276 FIR RD		MUNDEN	KS	66959	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-10	2276 FIR RD		MUNDEN	KS	66959	USA

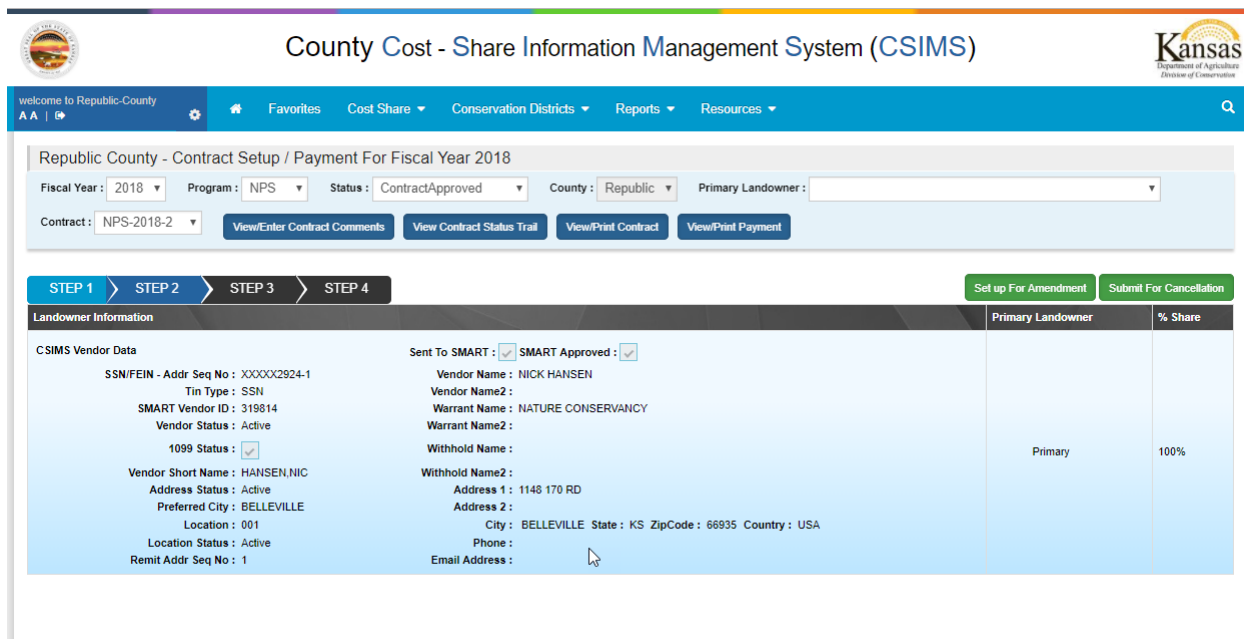
## 17. Contracts Navigation.

The screen will look like this:



18. Contract Setup and Payment – New Contracts starting with Fiscal Year 2019 will be created from the Ranking Worksheet Report. Amendments, Cancellations and Payments will be created here.

The screens will look like this:





## County Cost - Share Information Management System (CSIMS)



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### Republic County - Contract Setup / Payment For Fiscal Year 2018

Fiscal Year: 2018 Program: NPS Status: ContractApproved County: Republic Primary Landowner:

Contract: NPS-2018-2

[View/Enter Contract Comments](#)

[View Contract Status Trail](#)

[View/Print Contract](#)

[View/Print Payment](#)

STEP 1 STEP 2 STEP 3 STEP 4

#### HUC Info

Section 30	Township 3	Range 3	Quarter NW
HUC12 102702070503	River Basin KANSAS-LOWER REPUBLICAN	<a href="#">Update Huc</a>	

[Set up For Amendment](#)

[Submit For Cancellation](#)

#### Project Type

Project Type  
NM - Nutrient Management

#### Practices

[+ Add New Practice](#)

Practice	UOM	Units	Computed Cost	Cost Share	Options	
Nutrient Management (590)	Test	19.00	\$522.00	\$522.00		<a href="#">+</a>

Republic County  
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Republic County - Contract Setup / Payment For Fiscal Year 2018

Fiscal Year : 2018   Program : NPS   Status : ContractApproved   County : Republic   Primary Landowner :

Contract : NPS-2018-1  
 [View/Enter Contract Comments](#)  
 [View Contract Status Trail](#)  
 [View/Print Contract](#)  
 [View/Print Payment](#)

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**HUC Info**

Section : 35  
 Township : 2  
 Range : 4  
 Quarter : NW

HUC12 : 102702070601  
 River Basin : KANSAS-LOWER REPUBLICAN  
 [Update Huc](#)

**Project Type**

Project Type : OSW - OnSite Wastewater System

[Set up For Amendment](#)  
[Submit For Cancellation](#)

**Practices** [+ Add New Practice](#)

Practice	UOM	Units	Computed Cost	Cost Share	Options
OnSite Wastewater System (110)	Each	1.00	\$4,000.00	\$2,400.00	<a href="#">edit</a> <a href="#">delete</a>

**Components** [Add New Component](#)

Component	UOM	Est. Units Req'd.	CAC	Computed Cost	Cost Share Rate	Cost Share	Options
Complete System - Infiltration Chambers	Each	1.00	4,000.00	\$4,000.00	1.00	\$2,400.00	<a href="#">edit</a> <a href="#">delete</a>

**Project Information** [Save Project Info](#)

OSW system eligibility criteria number(s) - (Number Only) : 1  
 Project Completion Date (mm/dd/yyyy) - (Date Only) : 06/01/2018

Ranking Worksheet Total Score - (Number Only) : 90

Republic County  
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Republic County - Contract Setup / Payment For Fiscal Year 2018

Fiscal Year : 2018   Program : NPS   Status : ContractApproved   County : Republic   Primary Landowner :

Contract : NPS-2018-1  
 [View/Enter Contract Comments](#)  
 [View Contract Status Trail](#)  
 [View/Print Contract](#)  
 [View/Print Payment](#)

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**Landowner Contract(s) and Limit**

Contract Number	Funds under Contract
NPS-2018-1	\$2,000.00
NPS-2018-11	\$500.00

Landowner Total Funds under Contract : \$2,500.00  
 Landowner Limit : \$4,000.00  
 Landowner Available Funds : \$0.00  
 Project Limit : \$2,000.00  
 Project Limit Available Funds : \$0.00

**Practices**

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
OnSite Wastewater System (110)	Each	1.00	\$4,000.00	\$2,400.00	\$2,000.00

**Contract Fund Allocation** [Edit Funds](#)

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$10,170.00	\$7,439.00 73.15%	\$0.00 0.00%	\$174.00 1.71%	\$0.00 0.00%	\$2,557.00 25.14%	\$2,000.00

Republic County - Contract Setup / Payment For Fiscal Year 2018

Fiscal Year : 2018 Program : NPS Status : ContractApproved County : Republic Primary Landowner :

Contract : NPS-2018-1 [View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > STEP 3 > STEP 4 Step 4 Information Complete

Payment Information

Project Limit : \$2,000.00 Total Amount Requested : \$2,000.00

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
OnSite Wastewater System (110)	Each	1.00	\$4,000.00	\$2,400.00	\$2,000.00	Saved	-

**Benefits of Treatment** [Edit Benefits of Treatment](#)

Connection to Public Sewage System - (Select Yes or No)	Conventional Absorption System - (Select Yes or No)
Drip Dosing System - (Select Yes or No)	Ezflow System - (Select Yes or No)
Geo-Flow System - (Select Yes or No)	Infiltration Chamber System - (Select Yes or No)
Lagoon System - (Select Yes or No)	Landowner Actual Cost - (Number Only)
Mound System - (Select Yes or No)	Presby Septic System - (Select Yes or No)
Quick4 Standard Chamber System - (Select Yes or No)	Rock, Plant Filter System - (Select Yes or No)
Sand Filter System - (Select Yes or No)	

19. Encumbering Contract Setup and Payment. Prior Fiscal Year Contracts will be accessible here.

The screens will look like this:

County Cost - Share Information Management System (CSIMS)

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Republic County - Encumbered Contract Setup / Payment For Fiscal Year 2017

Fiscal Year : 2017 Program : NPS Status : ContractApproved County : Republic Primary Landowner :  Contract : NPS-2017-6

[View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > STEP 3 > STEP 4 [Set up For Amendment](#) [Submit For Cancellation](#)

**Landowner Information**

Landowner Information	Primary Landowner	% Share
<p><b>CSIMS Vendor Data</b></p> <p>SSN/FEIN - Addr Seq No : XXXXX2142-1 Tin Type : SSN SMART Vendor ID : 512046 Vendor Status : Active 1099 Status : <input checked="" type="checkbox"/> Vendor Short Name : LORING,JEN Address Status : Active Preferred City : SCANDIA Location : 001 Location Status : Active Remit Addr Seq No : 1</p> <p>Sent To SMART : <input checked="" type="checkbox"/> SMART Approved : <input checked="" type="checkbox"/> Vendor Name : JENNIFER LORING Vendor Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : Withhold Name2 : Address 1 : 1205 90 RD Address 2 : City : SCANDIA State : KS ZipCode : 66966 Country : USA Phone : Email Address :</p>	Primary	100%



## County Cost - Share Information Management System (CSIMS)



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### Republic County - Encumbered Contract Setup / Payment For Fiscal Year 2017

Fiscal Year : 2017 Program : NPS Status : ContractApproved County : Republic Primary Landowner : Contract : NPS-2017-6

[View/Enter Contract Comments](#)

[View Contract Status Trail](#)

[View/Print Contract](#)

[View/Print Payment](#)

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[Set up For Amendment](#)

[Submit For Cancellation](#)

#### Landowner Contract(s) and Limit

##### Landowner Contracts

Contract Number	Funds under Contract
NPS-2017-6	\$500.00

Landowner Total Funds under Contract : \$500.00  
Landowner Limit : \$4,000.00  
Landowner Available Funds : \$0.00  
Project Limit : \$500.00  
Project Limit Available Funds : \$0.00

#### Practices

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
Nutrient Management (590)	Test	19.00	\$522.00	\$522.00	\$500.00

##### Contract Fund Allocation

[Edit Funds](#)

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$13,476.00	\$1,500.00 11.13%	\$11,976.00 88.87%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00

20. County Contract and Payment Read Only – This function can be used to access current status of each contract. However, once a Fiscal Year Program has been encumbered, this is used only to view and/or print Cancellation Approved and/or Final Paid status contracts.

The screens will look like this:

County Cost - Share Information Management System (CSIMS)

Republic County - Contract Setup / Payment Read Only For Fiscal Year 2017

Fiscal Year: 2017 Program: NPS Status: ContractApproved County: Republic Primary Landowner: Contract: NPS-2017-10

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

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Landowner Information	Primary Landowner	% Share
<p>CSIMS Vendor Data</p> <p>SSN/FEIN - Addr Seq No : XXXXX4561-1 Tin Type : SSN SMART Vendor ID : 249926 Vendor Status : Active 1099 Status : <input checked="" type="checkbox"/> Vendor Short Name : SIMMS BRYA Address Status : Active Preferred City : REPUBLIC Location : 001 Location Status : Active Remit Addr Seq No : 1</p> <p>Sent To SMART : <input checked="" type="checkbox"/> SMART Approved : <input checked="" type="checkbox"/> Vendor Name : BRYAN SIMMS Vendor Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : BRYAN SIMMS Withhold Name2 : Address 1 : 2080 REPUBLIC LN Address 2 : City : REPUBLIC State : KS ZipCode : 66964 Country : USA Phone : Email Address :</p>	Primary	100%

County Cost - Share Information Management System (CSIMS)

Republic County - Contract Setup / Payment Read Only For Fiscal Year 2017

Fiscal Year: 2017 Program: NPS Status: ContractApproved County: Republic Primary Landowner: Contract: NPS-2017-10

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

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Payment Information

Project Limit : \$500.00 Total Amount Requested : \$500.00

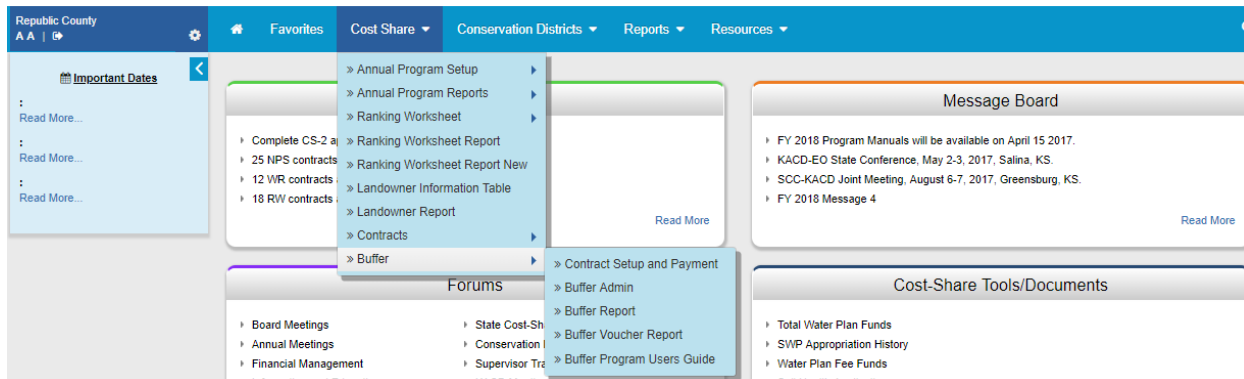
Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Nutrient Management (590)	Test	19.00	\$522.00	\$522.00	\$500.00	Saved	

Benefits of Treatment [Edit Benefits of Treatment](#)

Landowner Actual Cost - (Number Only)

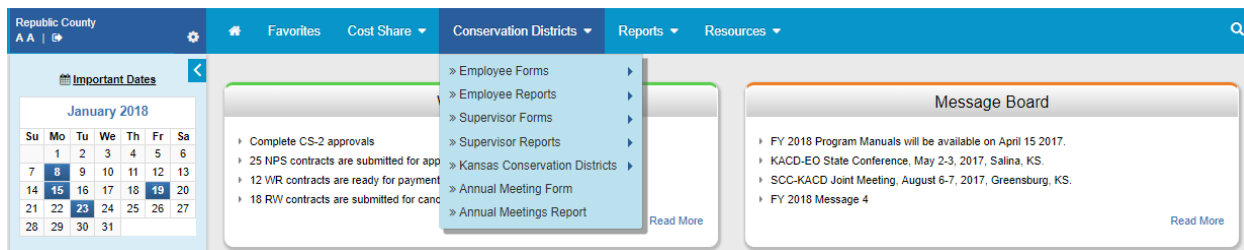
## 21. Buffer – Under Construction.

The screen will look like this:



## 22. Conservation Districts Menu.

The screen will look like this:



## 23. Employee Forms – Conservation District employee database to provide the district an employee record keeping tool and to generate a printable employee oath to be completed by each new employee.

The screens will look like this:



Republic County  
A A |

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RepublicEmployee Information Form

County : REPUBLIC    Status : ALL    Select Employee : (XXXXX1778 - James A Davidson()) (Republic - COUI)    [+ Add Employee](#)

Or Search Employee by Name or SSN [+](#)

Employee Information [+](#)

**Employee Position Information** [+ Add New](#)

Employment Date : 1/24/200	Position Title : DISTRICT TECHNICIAN
Other Position :	Status : END OF TEMPORARY EMPLOYMENT
Classification : TEMPORARY PART-TIME	Other Status :
Info Change Date : 2/28/201	Rate Per Hour : 12
Hours Per Week : 0	

**Service by Position(S)**

Position Title:	Years of service :
DISTRICT MANAGER	2.2

DISTRICT SECRETARY1 = District doesn't have a manager's position.  
DISTRICT SECRETARY2 = District also has a manager's position.

**Employment History** [+ Add New](#)

County	Position	Other Position	Start Date	End Date
Labette	DISTRICT MANAGER		2/22/201	5/3/201

**Employee Training History** [+ Add New](#)

EMPCNTY_TRAININGID	Date	Comments
--------------------	------	----------

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Employee Oath Form

Employee's Name: \_\_\_\_\_  
(Please type or print)

COUNTY CONSERVATION DISTRICT  
EMPLOYEE'S OATH

K.S.A. 75-4308 et seq. requires the following oath from K.S.A 54-106, be signed by new employee before entering the duties of employment and before funds for services may be disbursed.  
I do solemnly swear (or affirm) that I will support the constitution of the United States and the Constitution of the states of Kansas, and faithfully discharge the duties of my office or employment. So help me God.

Employee Signature \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

My commission expires \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public \_\_\_\_\_

Distribution:  
Original - District File  
Copy - Employee

24. Employee Reports – Under Construction.

25. Supervisor Forms - A conservation district database to provide the district a supervisor record keeping tool for Supervisor Information, Supervisor Election Results and Oath of Office forms.

The screens will look like this:

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**Important Dates**  
 January 2018  
 Su Mo Tu We Th Fr Sa  
 1 2 3 4 5 6  
 7 8 9 10 11 12 13  
 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27  
 28 29 30 31

» Employee Forms  
 » Employee Reports  
 » Supervisor Forms  
 » Supervisor Reports  
 » Kansas Conservation Districts  
 » Annual Meeting Form  
 » Annual Meetings Report

» Supervisor Information Form  
 » Supervisor Election Results Form  
 » Supervisor Oath of Office

Complete CS-2 approvals  
 25 NPS contracts are submitted for app  
 12 WR contracts are ready for payment  
 18 RW contracts are submitted for cand

Message Board  
 Manuals will be available on April 15 2017.  
 Conference, May 2-3, 2017, Salina, KS.  
 Meeting, August 6-7, 2017, Greensburg, KS.  
 FY 2018 Message 4

Republic County  
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Republic County Supervisor Information Form  
 County:  Status:  Select Supervisor:  [+ Add New](#)

Or Search Supervisor by Name

County:  Position:  Status:  Nick Name:   
 Suffix(Jr, Sr, etc.):  First Name:  Last Name:  MI:   
 Email:  Mailing Address:  Mailing Address contd.:  City:   
 Zip Code:  Telephone Number:  Fax:  Replacing:   
 Election Date:  Status Change Date:  Appointment Date:  Oath Signed Date:   
☒ Oath Received by DOC Oath of office should be signed and original sent to DOC for all new supervisors before participating in board meeting. Years of Service : 4.4 years as of today. [+ Update Supervisor](#) [+ Delete Supervisor](#)

**Term History** [+ Add New](#)  

County	Start Date	Expiration Date
Atchison	02-20-2007	07-23-2011

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Supervisor Election Results Form  
 County:  Election Date:  Must Update/create applicable Supervisor Information Form(s) before generating Supervisor Election Results Form.

Must be completed within 5 days following election.

**Employee Supervisor(s) Information**  
 Supervisor Name : DeWayne Jarred()  
 Address : 1890 Hwy 54 Phone : (620)963-2533  
 City : Lola State : KS ZipCode : 66749  
 Supervisor Name : DeWayne Jarred()  
 Address : 1890 Hwy 54 Phone : (620)963-2533  
 City : Lola State : KS ZipCode : 66749

Please send the original signed Oath of Office for newly elected Supervisor(s) to DOC!  
 Print, sign, and file the Result of Election Report. [+ Add New](#)

First Name	Middle Initial	Last Name	Suffix	Nick Name	Votes Cast	Re-Elected?
DeWayne		Jarred			77	Yes
Donna	J	Beebe			73	Yes

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### Supervisor Oath Of Office Form

**COUNTY CONSERVATION DISTRICT SUPERVISOR  
OATH OF OFFICE**

Pursuant to K.S.A. 54-106 et seq. "All officers elected or appointed under any law of the state of Kansas shall, before entering upon the duties of their respective offices, take and subscribe an oath affirmation, as follows:

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the constitution of the United States and the Constitution of the states of Kansas, and faithfully discharge the duties of a County Conservation District Supervisor. So help me God."

\_\_\_\_\_

Supervisor Signature

Address: \_\_\_\_\_

City: \_\_\_\_\_, KS Zip: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary

My term expires: \_\_\_\_\_

Authority : K.S.A. 54 - 101 et seq.  
K.S.A. 54 - 101 et seq.

Distribution : Original - DOC  
Copy - New Supervisor  
- District File

## 26. Supervisor Reports – Under Construction.

The screen will look like this:

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**Important Dates**

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

» Complete CS-2 approvals  
 » 25 NPS contracts are submitted for app  
 » 12 WR contracts are ready for payment  
 » 18 RWV contracts are submitted for can

» Employee Forms  
 » Employee Reports  
 » Supervisor Forms  
 » Supervisor Reports  
 » Kansas Conservation Districts  
 » Annual Meeting Form  
 » Annual Meetings Report

» Result of Election Report  
 » Supervisors Reports

Message Board  
 » Program Manuals will be available on April 15 2017.  
 » State Conference, May 2-3, 2017, Salina, KS.  
 » CD Joint Meeting, August 6-7, 2017, Greensburg, KS.  
 » FY 2018 Message 4

## 27. Kansas Conservation Districts is used to generate the Kansas Conservation Districts Directory.

The screen will look like this:

Republic County  
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[Cost Share](#)
[Conservation Districts](#)
[Reports](#)
[Resources](#)

**Important Dates**

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

» Complete CS-2 approvals  
 » 25 NPS contracts are submitted for app  
 » 12 WR contracts are ready for payment  
 » 18 RWV contracts are submitted for can

» Employee Forms  
 » Employee Reports  
 » Supervisor Forms  
 » Supervisor Reports  
 » Kansas Conservation Districts  
 » Annual Meeting Form  
 » Annual Meetings Report

» District Information Form  
 » District Conservationist Information Form  
 » Kansas Conservation District Directory

Message Board  
 » FY 2018 Program Manuals will be available on April 15 2017.  
 » State Conference, May 2-3, 2017, Salina, KS.  
 » CD Joint Meeting, August 6-7, 2017, Greensburg, KS.

Republic County  
A A | +

Home Favorites Cost Share Conservation Districts Reports Resources

### Republic County District Information Form

County: REPUBLIC

Telephone No. 785-527-5573 Fax 855-533-5069

Email lori.siemsen@ks.nacdn.net Web Address

#### Mailing Address

Address 1319 23rd Street Address Contd.

City Belleville Zip Code 66935-2533

#### Street Address

Same As Mailing Address ☒

Address Address Contd.

City Zip Code

Save Information Reset

Republic County  
A A | +

Home Favorites Cost Share Conservation Districts Reports Resources

### Republic County District Conversationist Information

County: REPUBLIC

County Republic First Name Terry Nick Name

MI K Last Name Alstatt Email terry.alstatt@ks.usda.gov

Update

28. Annual Meeting Form the function is used to enter the Annual Meeting Information annually by December 15<sup>th</sup>.

The screen will look like this:

Republic County  
A A | +

Home Favorites Cost Share Conservation Districts Reports Resources

### Republic County Annual Meeting Information Form

County: REPUBLIC Meeting Date: Jan 26 2017 6:00PM Add Meeting

Please complete annually by December 15.

County Republic Meeting Date 01/26/2017 Meeting Time 06:00 PM Reservation Date 2017-23-1

Attendee Cost \$0.00 Meal ☒ Meeting Location & Address Cuba Community Hall, Main Street, Cuba, Kansas

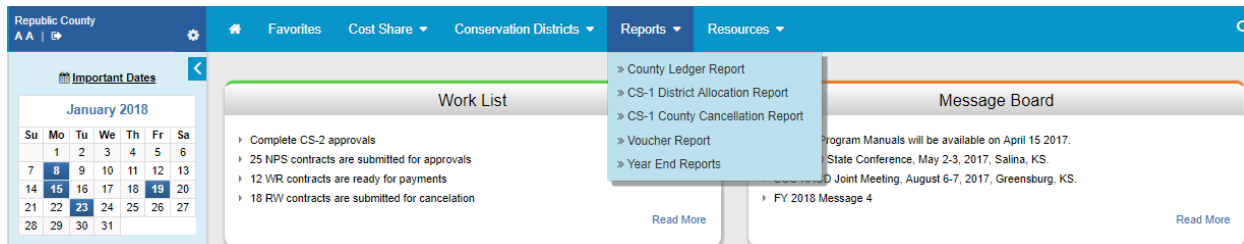
Speaker/Presenter Name Republic County Show Choir Presenter's Telephone No. 785-527-2281 Fee

Program Description Musical Presentation Update

29. Annual Meeting Report – Under Construction.

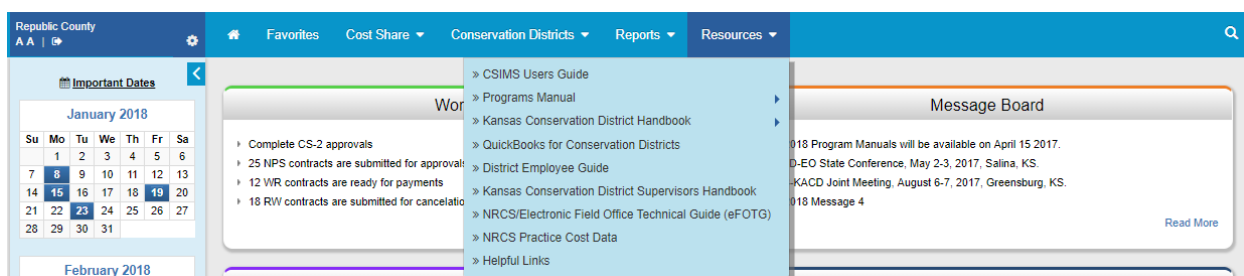
### 30. Reports Menu Function – Under Construction.

The screen will look like this:



### 31. Resources Menu Function.

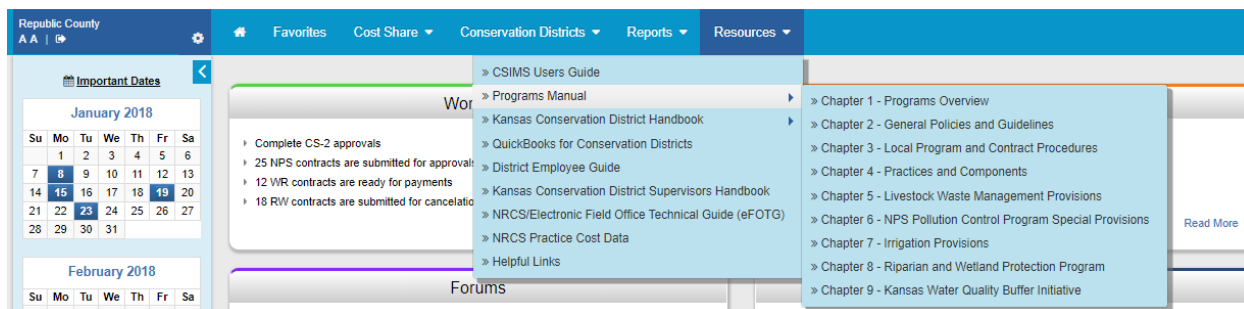
The screen will look like this:



### 32. CSIMS Users Guide – Under Construction.

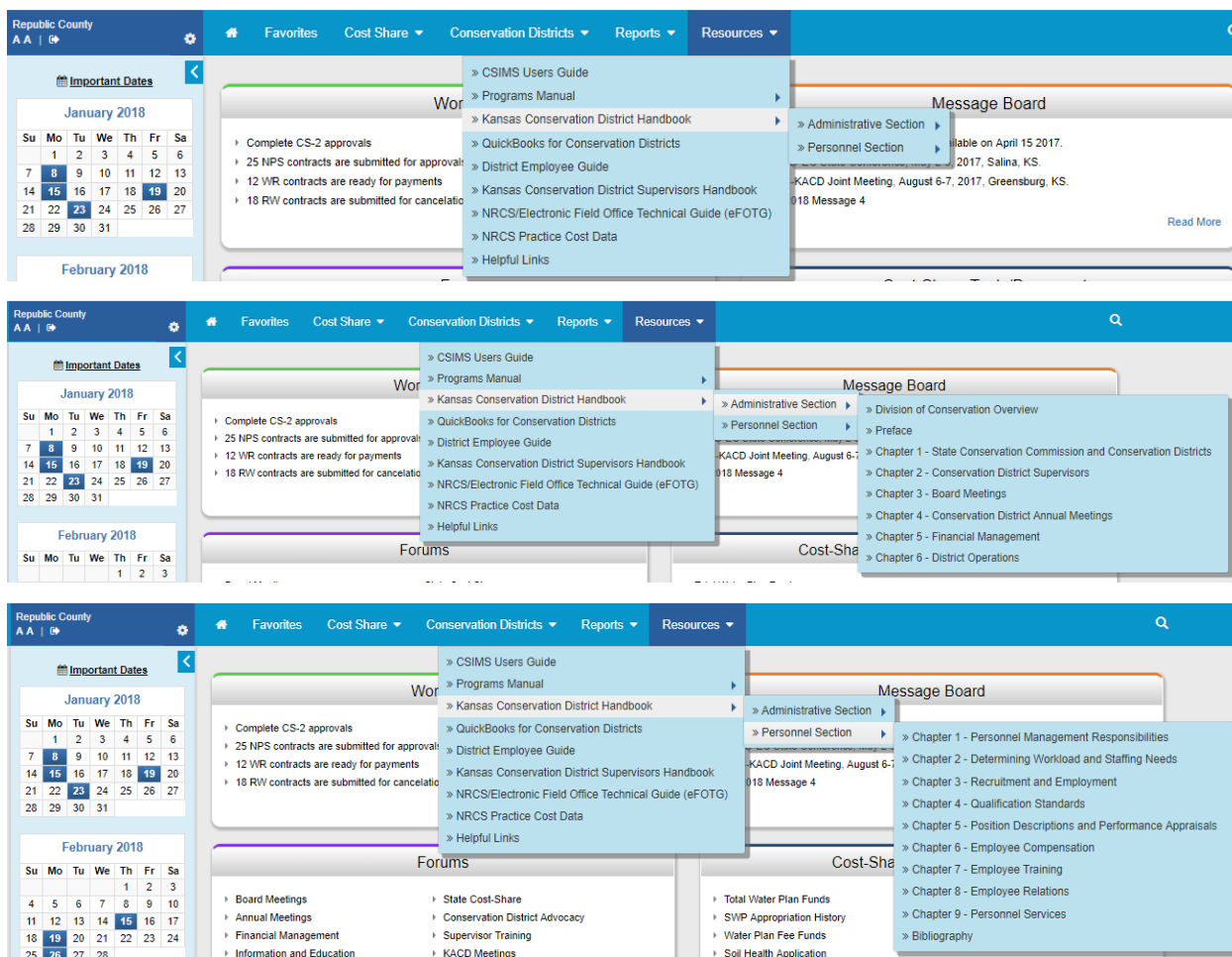
### 33. Programs Manual. Starting in Fiscal Year 2019 the Programs Manual will be one single document.

The screen will look like this:



### 34. Kansas Conservation District Handbook. Starting in Fiscal Year 2019 the Kansas Conservation District Handbook will be one single document.

The screens will look like this:



35. QuickBooks for Conservation District – Clicking on the link will open document in a separate window.
36. District Employee Guide – Under Construction, however further discussion may remove this resource from CSIMS.
37. Kansas Conservation District Supervisors Handbook – Under Construction.
38. NRCS/Electronic Field Office Technical Guide (eFOTG) – Clicking on link will open in a new window.
39. NRCS Practice Cost Data – Under Construction. The link will be updated to NRCS Programs Financial Assistance Information and clicking the link will open in a new window.
40. Helpful Links – Under Construction.